

## **FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) OPEN SEASON 12 NOVEMBER - 10 DECEMBER 2001**

The annual Federal Employees Health Benefits (FEHB) open season will be held from 12 November through 10 December 2001. During open season, any eligible employee who is not currently enrolled may enroll. Enrollees may change from one plan or option to another, from self only to self and family, or make a combination of these changes. Enrollees may also cancel or change from self and family to self only coverage. In addition, open season allows employees to change their premium conversion election. An eligible employee who enrolls in FEHB may elect to participate or to waive participation in premium conversion. An eligible enrollee may elect to begin participation if they have previously waived, or waive participation.

Enrollees who wish to continue their current FEHB enrollments and premium conversion elections do not need to take any action during this open season.

### **WHEN OPEN SEASON ELECTIONS BECOME EFFECTIVE**

- ♦ *From not enrolled to enrolled*-Effective 13 January 2002 provided you were in pay status the previous pay period.
- ♦ *Enrollment change*-Effective 13 January 2002.

### **HOW TO MAKE AN OPEN SEASON ELECTION**

To make an open season election use the **Employee Benefits Information System (EBIS)**. See Attachment 1 for instructions on how you can access the EBIS web site. EBIS is a web application that allows employees to access general and personal benefits information, and conduct electronic transactions using a computer. If you're a first-time EBIS user, you must first create a password and Personal Identification Number (PIN). Once you're in, go to the "Health" module, click on "Personal Transactions" and follow the instructions. EBIS is a quick way to make FEHB changes since the transaction is automatically sent to the HRSC Pacific and the change will flow electronically to the FEHB carrier. The carrier will be able to issue new enrollment cards quicker since a form does not have to be mailed to them. As in the past, it's still possible to make an open season election, by submitting a completed Health Benefits Registration Form, SF-2809, to the Human Resources Service Center, Pacific (HRSC Pacific), Code 512 by COB 10 December 2001. You can obtain this form from your Department Coordinator.

NOTE: IF SUBMITTING A FORM, BE SURE YOU USE THE JUL 1999 REVISION OF THE SF-2809; PREVIOUS REVISIONS ARE OBSOLETE.

### **WHERE TO GET MORE INFORMATION ABOUT THE FEHB**

If you are already enrolled in a Federal Employees Health Benefits (FEHB) Plan, your current Plan will send you a 2002 brochure.

The rates for available plans are shown in the 2002 FEHB Rates chart below. The FEHB 2002 Guide and Plan brochures may be viewed or downloaded from OPM's FEHB web site. See Attachment 2 for a list of links. Hardcopy brochures for these plans may also be obtained by contacting your Department Coordinator.

**REMEMBER:** TO CONTINUE HEALTH BENEFITS COVERAGE INTO RETIREMENT, AN EMPLOYEE MUST HAVE BEEN ENROLLED OR COVERED UNDER THE FEHB PROGRAM FOR THE FIVE YEARS OF SERVICE IMMEDIATELY BEFORE RETIREMENT OR, IF COVERED FOR LESS THAN FIVE YEARS, FOR ALL PERIODS OF SERVICE DURING WHICH HE OR SHE WAS ELIGIBLE FOR FEHB COVERAGE. (CHAMPUS OR TRICARE COVERAGE WILL COUNT SO LONG AS THE EMPLOYEE IS ENROLLED IN THE FEHB PROGRAM AT THE TIME OF RETIREMENT.)

If you have any questions, you may contact the HRSC Pacific, Code 512 at 474-3410, extension 258.

## 2002 FEHB RATES

PLAN	ENROLLMENT CODES		MONTHLY RATES		BIWEEKLY RATES	
	SELF	FAMILY	SELF	FAMILY	SELF	FAMILY
<b>FEE FOR SERVICE PLANS</b>						
Blue Cross/Blue Shield (Standard)	104	105	\$ 89.09	\$205.46	\$ 41.12	\$ 94.83
Blue Cross/Blue Shield (Basic)	111	112	68.50	164.10	31.61	75.74
Alliance Health Plan	1R1	1R2	130.48	242.06	60.22	111.72
APWU Health Plan	471	472	105.82	213.50	48.84	98.54
GEHA Benefit Plan (High)	311	312	129.35	258.91	59.70	119.50
GEHA Benefit Plan (Standard)	314	315	59.58	135.42	27.50	62.50
Mail Handlers (High)	451	452	119.34	214.93	55.08	99.20
Mail Handlers (Standard)	454	455	55.58	120.64	25.65	55.68
NALC	321	322	99.39	181.39	45.87	83.72
Postmasters (High)	361	362	354.08	737.36	163.42	340.32
Postmasters (Standard)	364	365	110.39	213.41	50.95	98.50
Foreign Service	401	402	81.12	227.91	37.44	105.19
<b>GUAM</b>						
PacifiCare Asia Pacific (High)	JK1	JK2	79.65	282.27	36.76	130.28
PacifiCare Asia Pacific (Standard)	JK4	JK5	59.79	157.90	27.60	72.88
<b>HAWAII</b>						
HMSA (All Islands)	871	872	58.27	129.70	26.89	59.86
Kaiser Permanente (High) (Islands of Hawaii/Oahu/Kauai/Maui)	631	632	66.20	142.32	30.55	65.69
Kaiser Permanente (Standard) (Islands of Hawaii/Oahu/Kauai/Maui)	634	635	50.53	108.63	23.32	50.14

## ATTACHMENT 1

### EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS) HOW TO ACCESS THE SYSTEM AND CREATE A PASSWORD

You can access EBIS through the Department of Navy Civilian Human Resources web site at [www.donhr.navy.mil](http://www.donhr.navy.mil). Select "Pay and Benefits" then DON Civilian Benefits Information (EBIS). You will be connected to the Department of Navy Civilian Benefits Information Center. From there you can select the EBIS module.

Once you are in the EBIS module, you must create a password. Select the "Set Password" button. EBIS must verify your identify before you can create a password. You will complete the information listed below based on your most recent SF 50, Notification of Personnel Action or Leave and Earnings Statement (LES).

Social Security Number  
Service Computation Date for leave (MM/DD/YYYY)  
Date of Birth (MM/DD/YYYY)  
Civilian Pay Plan  
Grade  
Step

The password must:

- Contain 8 – 10 characters
- Cannot match any portion of your social security number
- Contain at least 3 of the following 4 characters:
  - An upper case letter (A, B, C,...Z)
  - A lower case letter (a, b, c,...z)
  - A number (0, 1, 2, 3,...9)
  - A special character (exclamation point (!), at sign (@), number sign (#), etc.).  
DO NOT USE apostrophes ('), commas (,), pipes (|), or periods(.

Examples of valid passwords:

- October8 (uppercase/lowercase/numeric)
- 090971Tm (numeric/uppercase/lowercase)
- adnoM@30 (lowercase/uppercase/special character)
- 082597Hd (numeric/uppercase/lowercase)
- luAMears! (uppercase/lowercase/special characters)

In compliance with DoD security measures, there is an eight-day waiting period between password changes. You cannot use the same password within a six-month period. Passwords must be changed every 90 days.

## ATTACHMENT 2

Go to [www.opm.gov/insure/02/index.html](http://www.opm.gov/insure/02/index.html) for information on the 2002 FEHB Open Season. Use the chart below to access plan brochures.

PLAN	ENROLLMENT CODES SELF, SELF & FAMILY	LINKS TO PDF VERSION OF PLAN BROCHURE
NATIONWIDE		
ALLIANCE HEALTH PLAN	1R1, 1R2	<a href="http://www.opm.gov/INSURE/02/html/brochures/71-003.pdf">http://www.opm.gov/INSURE/02/html/brochures/71-003.pdf</a>
APWU HEALTH PLAN	471, 472	<a href="http://www.opm.gov/INSURE/02/html/brochures/71-004.pdf">http://www.opm.gov/INSURE/02/html/brochures/71-004.pdf</a>
BLUE CROSS AND BLUE SHIELD SERVICE BENEFIT PLAN	Standard: 104, 105 Basic: 111, 112	<a href="http://www.opm.gov/INSURE/02/html/brochures/71-005.pdf">http://www.opm.gov/INSURE/02/html/brochures/71-005.pdf</a>
GEHA BENEFIT PLAN	High: 311, 312 Standard: 314, 315	<a href="http://www.opm.gov/INSURE/02/html/brochures/71-006.pdf">http://www.opm.gov/INSURE/02/html/brochures/71-006.pdf</a>
MAIL HANDLERS BENEFIT PLAN	High: 451, 452 Standard: 454, 455	<a href="http://www.opm.gov/insure/02/html/brochures/71-007.pdf">http://www.opm.gov/insure/02/html/brochures/71-007.pdf</a>
NALC HEALTH BENEFIT PLAN	321, 322	<a href="http://www.opm.gov/INSURE/02/html/brochures/71-009.pdf">http://www.opm.gov/INSURE/02/html/brochures/71-009.pdf</a>
PBP Health Plan	High: 361, 362 Standard: 364, 365	<a href="http://www.opm.gov/INSURE/02/html/brochures/71-013.pdf">http://www.opm.gov/INSURE/02/html/brochures/71-013.pdf</a>
SPECIFIC GROUP		
FOREIGN SERVICE	401, 402	<a href="http://www.opm.gov/INSURE/02/html/brochures/72-001.pdf">http://www.opm.gov/INSURE/02/html/brochures/72-001.pdf</a>
HAWAII		
HMSA (ALL HAWAII)	871, 872	<a href="http://www.opm.gov/INSURE/02/html/brochures/73-010.pdf">http://www.opm.gov/INSURE/02/html/brochures/73-010.pdf</a>
KAISER PERMENENTE (HAWAII/OAHU/MA UI/KAUAI)	High: 631, 632 Standard: 634, 635	<a href="http://www.opm.gov/INSURE/02/html/brochures/73-005.pdf">http://www.opm.gov/INSURE/02/html/brochures/73-005.pdf</a>
GUAM/N.MARIANA ISLANDS/PALAU		
PACIFICARE ASIA PACIFIC	High: JK1, JK2 Standard: JK4, JK5	<a href="http://www.opm.gov/INSURE/02/html/brochures/73-776.pdf">http://www.opm.gov/INSURE/02/html/brochures/73-776.pdf</a>